**On click of Need Help**

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| **Instructions for filling Schedule AL-2 - Assets and liabilities as at the end of the year (applicable for start-ups only)**  **Table Name – E - Details of acquisition of shares and securities** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule AL-2. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Instructions to fill csv file:**

1. For Column 1 ‘Name of company/entity’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)**.
2. For column 2 ‘PAN’ input should contain only alphanumeric values without any special characters. (First Five Alphabets, next 4 digits, then Alphabet. Please ensure that correct PAN is entered.
3. For Column 3 ‘Type of shares/securities’ enter “BN” for Bonds, enter “DB” for Debentures, enter “DE” for Derivatives, enter “PS” for Preference Shares, enter “ES” for Equity Shares, enter “BS” for Bonus Shares” or enter “OT” for other.
4. For column 4 ‘Description’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)** & this field is required to be field if other is selected at column 3 above.
5. For Column 5 ‘Number of shares/securities acquired’ should be numeric, non- negative and non-decimals.
6. For Column 6 ‘Cost of acquisition’ should be numeric, non- negative and decimals are allowed upto 2 digits.
7. For Column 7 ‘Date of acquisition’ should be YYYY-MM-DD format only.
8. For Column 8 ‘Whether transferred’ enter “Y” for Yes or enter “N” for No.
9. For Column 9 ‘Date of transfer’ should be YYYY-MM-DD format only. If No is entered in Col 8 then leave this field as blank.
10. For Column 10 ‘Closing balance as at the end of the previous year, if any’ should be numeric, non- negative and non-decimal.